

**EXAMPLE** POLICE DEPARTMENT  
SCHOOL RESOURCE OFFICER PROGRAM

**Picture**

OPERATIONAL HANDBOOK

Revised: XX-XX-XXXX

# **SCHOOL RESOURCE UNIT PROGRAM**

## **PURPOSE:**

The School Resource Officer Unit has been established to provide police officers for the City's public high schools. These officers provide a variety of educational resources to the school community, provide law enforcement information and advice to students and parents, and provide a positive law enforcement presence in the school community.

## **PHILOSOPHY:**

The school environment is a community unto itself. However, it remains an integral part of the larger community of society in general. Although the members of the school community are younger, the code of conduct in both communities remains the same. School Resource Officers will enforce the law in the same unbiased and impartial manner as in the community at large.

## **CHAIN OF COMMAND:**

The School Resource Unit is assigned to the Operations Bureau, Homeland Security Division. The chain of command hierarchy is as follows:

Operations Assistant Chief  
Homeland Security Captain  
Homeland Security Lieutenant  
SRO Sergeant  
SRO Officers

On a daily basis, School Resource Officers will collaborate with school and district administrators on many issues, including the disposition of various situations they may encounter. Their ultimate responsibility is to carry out their duties as police officers, as expressed and interpreted through the Police Department chain of command.

## **Selection Process for School Resource Officer:**

An Inter-Departmental Memorandum will be issued advertising an opening following Department policies and labor contract requirements.

Minimum Requirements – The SRO positions are open to non-probationary patrol officers and patrol specialists with a minimum of four years of commissioned law enforcement experience, and one year of continuous service in a general duty assignment. This is a career rotation assignment and will be regulated by MRP 2.05.003. If a current PPS is assigned to this position, he/she will be required to relinquish the PPS status.

Selection Process - Selections will be based on a review of the Requests for Assignment. An oral board process may also be used to select the most qualified candidates for the positions. Applicants should include any information about their experience, training, or qualifications for the position that they feel is pertinent. Requests for Assignment (PD-273) should be forwarded through the applicant's chain of command.

### **Selection Process for School Resource Supervisor:**

An Inter-Departmental Memorandum will be issued advertising an opening following Department policies and labor contract requirements.

Minimum Requirements - The SRO Sergeant's position is open to non-probationary sergeants with one year of continuous service in a general duty assignment. This is a career rotation assignment and will be regulated by MRP 2.05.003.

Selection Process - Selections will be based on a review of the Requests for Assignment. An oral board process may also be used to select the most qualified candidate for the position. Applicants should include any information about their experience, training, or qualifications for the position that they feel is pertinent. Requests for Assignment (PD-273) should be forwarded through the applicant's chain of command.

### **ROLE OF THE SCHOOL RESOURCE OFFICER:**

The primary mission of the School Resource Officer Unit is five-fold: Law-Related Educator, Public Safety Specialist, Law Enforcement Officer, Community Liaison and Problem Solver, and Coordinator.

#### **Law Related Educator – to foster educational programs and activities that will increase students' knowledge of, and respect for, the law and the function of law enforcement agencies:**

- Instruction may be in the form of classroom presentation, public educational presentation, or in-service school staff presentation. Presentations should be made available to these groups on any topic concerning the police, law, legal processes, crime prevention, courts, drug use, or other topics as appropriate. Whenever possible, officers shall follow class outlines approved by Unit Supervisors.
- Outlines for each topic offered to teachers shall be maintained and written in the approved outline format. Lesson plans should be updated as needed. All outlines and display materials shall present a professional appearance.
- At the beginning of each school year, the School Resource Officer shall provide a current list of instruction topics to all appropriate teachers, school department heads, and administrators. This will remind returning teachers or introduce the program to new teachers so they can coordinate appropriate topics with curriculum.

- Each time a School Resource Officer develops or revises a lesson plan, that officer will forward a copy to the School Resource Unit Supervisor(s) for approval. A copy of the new or revised lesson plan shall be distributed to each School Resource Officer.
- Teachers will be asked to give feedback to the School Resource Officers on presentations, using an approved feedback form. The forms will be retained by the officer for material/presentation improvement. The form shall be forwarded to the School Resource Unit Supervisor(s) for review and SRO Development purposes.

**Public Safety Specialist – to assist schools in implementing effective and research-based strategies to increase school safety:**

- School Resource Officers will provide information, when requested, to school faculty concerning legal issues, as they relate to the school community. Such issues may include, but are not limited to laws, consequences of infractions of the law, various aspects of the criminal justice system, availability of legal, educational, and mental health resources within the community, and police operations.
- Within the limits of State Statute and other appropriate guidelines, School Resource Officers may discuss with school administration any activity of that school's students, which may affect the safety and welfare of the school population.

**Law Enforcement Officer – to have the authority to handle criminal acts. To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school including, but not limited to, behaviors such as: trespassing, the possession and use of weapons on campus, and the illegal sale and use of controlled substances:**

- On-duty School Resource Officers shall be the reporting officers for criminal acts that occur when they are in assigned schools.
- When an immediate police report or a call for service is required and the assigned School Resource Officer is not available, an on-duty patrol unit will be sent to the school.
- School Resource Officers will take appropriate police action to enforce local and state laws on the school grounds. All arrests will be made pursuant to current Standard Operating Procedure's regarding juvenile or adult arrest procedures.
- All School Resource Officers should be alert to intelligence gathering opportunities to ensure they are aware of criminal activity involving the school community. Reports, that involve juvenile activity, which may affect the school

community, shall be copied to the School Resource Unit Supervisor for dissemination to the appropriate School Resource Officer. This information shall be shared with the appropriate resources (other police agencies, Special Investigations Division, Criminal Investigations Division, roll calls, district officers, Gang Unit, etc.).

### **Community Liaison and Problem Solver**

- To be aware of and utilize community service contacts that can be helpful in solving problems that arises in the school setting.

### **Coordinator**

- To serve as the primary contact for, and coordinator with, other law enforcement personnel.

### **Training for permanently assigned School Resource Officers/Supervisors:**

- National Association of School Resource Officers Training Program. SROs should attend formal NASRO course, or equivalent, within 12 months of assignment.
- Example Public School District Policies and Procedures
- Incident Command System for Schools – ICS 100 S.C.
- SRO school cross-training
- School Threat Response System and Rapid Responder
- Shadowing local School Resource Officer Programs
- Other Training as identified
- Family Educational Rights and Privacy Act (FERPA) 34 CFR Part 99
- Attempts should be made to spread out **EXAMPLE** in-service training to avoid unnecessary staffing issues.

### **Student Consultation:**

- School Resource Officers are not intended to replace school counselors nor are they to conduct any formal psychological counseling. School Resource Officers will advise students on responsibilities and procedures concerning criminal matters. School Resource Officers in conjunction with school administrators, will utilize mediation to resolve issues between students. However, the use of mediation or other resolutions will not preclude the necessity to prepare the required police reports. Student confidentiality shall be maintained as appropriate; however, police reports shall be filed as required by law and the Example Manual of Rules and Procedures.
- School Resource Officers will discuss and advise students and staff on the law enforcement perspective of a variety of topics. Student confidentiality shall be maintained as appropriate; however, police reports shall be filed as required by Standard Operating Procedure. School Resource Officers should work

collaboratively with district and school staff to solve problems and are expected to make necessary referrals to support and/or resource agencies when appropriate.

### **Reporting Procedures:**

- Each School Resource Unit Officer will complete and submit their bi-weekly timecard using the appropriate School Resource Officer Unit coding. This will facilitate accurate billing of School Resource Officer services to the school.

### **Availability for work:**

- Each School Resource Unit officer is expected to be available for his/her work assignment when school is in session. Officers requesting vacation for holiday and summer breaks are encouraged to submit requests well in advance and in accordance with their labor contract and Department procedures.

When school is unexpectedly dismissed for the day, i.e., snow day, the School Resource Officer will contact the School Resource Officer Unit Supervisor to discuss leave or alternate assignment issues.

- When an officer is unable to follow their standard work schedule, he/she will notify the School Resource Officer Unit Supervisor and the principal of the school to which the SRO is assigned. The Supervisor shall determine:

Whether an officer from an established call-in list will be contacted and requested to cover the school hours in place of the SRO.

If a call-in officer is not available, the Supervisor may assign double coverage by a nearby SRO.

If no double coverage is assigned and no relief officer is available, the SRO Supervisor will check-in with the school principal and be available for the main hours of known trouble at the particular school.

- In the event a SRO is absent due to illness or disability for a period of ten consecutive days, **EXAMPLE** will attempt to assign a substitute officer to assume and perform the duties of the SRO who is absent from work.

### **Exercise of Discretion within School Setting:**

School Resource Officers will give consideration to the interests of all concerned parties, including those of school administrators, when determining a course of action in a particular situation. This will in no way interfere with the appropriate exercise of police authority. Arrests, interrogations, or interviews with students or other personnel shall be carried out in a manner that is consistent with the officer's best judgment, legal requirements, and Departmental guidelines.

### **School Discipline:**

- *Verbal Warning* – An informal notification by a School Resource Officer to a student about a violation of school rules or school policy, the violation of which does not meet the elements of a criminal offense. Information regarding School Resource Officer’s verbal warnings may be communicated to School Administrators for their consideration and/or follow-up actions.
- Unless incidents which result in School Discipline become criminal in nature, the Police Department has NO jurisdiction in school disciplinary matters. School disciplinary matters are those addressed by school policy and/or school disciplinary regulations. School Resource Officers may be called as witnesses at School Expulsion Hearings with supervisory approval.
- When a school’s Administrators discuss school disciplinary matters with students or parents the School Resource Officers may be requested to preserve the peace. While in that capacity, a School Resource Officer will not intervene unless a criminal violation is identified or observed.
- If, while preserving the peace, criminal activity is observed or becomes known to the School Resource Officer, appropriate law enforcement action will be taken, and police reports will be filed.
- Officers may be confronted with situations involving behavior disorders or mentally challenged students. Officers will use discretion in their decisions to intervene in these situations. Usually, the behavior disorder teacher or other school personnel will handle all hands-on interventions with their students. The School Resource Officer may be requested to physically intervene by school personnel when the behavior of the juvenile violates the law and/or becomes dangerous. If a School Resource Officer is in the immediate area of a conflict and observes a situation that presents an immediate danger of physical harm to any individual, the officer will intervene with or without a request from school personnel. Appropriate police reports will be filed, and the SRO Supervisor will be notified.

### **School Disciplinary Hearings:**

- School Administrators may request that School Resource Officers attend expulsion hearings to provide security for school personnel and preserve the peace when indications are such that the students or other attendees may react in a threatening or physical manner. School Resource Officers will obtain supervisory approval prior to attending expulsion hearings.

### **Voluntary Student Contacts:**

- Voluntary or Social Contacts are those where the School Resource Officer contacts students in a non-accusatory, non-confrontational, and non-custodial setting. Examples might include student-initiated, parent-initiated, school administrator initiated, officer initiated or teacher-initiated contacts. Other examples can include Officer-initiated greetings to students, or merely engaging students in general conversations. Voluntary student contacts will also include those previously mentioned contacts that are student or Officer initiated and do not involve criminal activity. No parental notification, or principal notification is required prior to or during voluntary contacts.
- School Resource Officers are encouraged to conduct voluntary contacts with students and school staff members. If information regarding criminal acts surfaces during these contacts, appropriate police reports and follow-up investigations will be conducted.

### **School Incident Reports:**

- School incident reports are written reports prepared by school administrators, or school personnel, which document incidents pursuant to school district policy at the School Administrator's discretion. School Resource Officers will not complete School Incident Reports, nor will they be the custodians of School Incident Reports.
- After considering the requirements of the Safe Schools Act, School Administrators may forward School Incident Reports to, or discuss these reports with their School Resource Officers. If School Administrators, pursuant to the Safe Schools Act or for any other reason, decide to involve the School Resource Officer, either verbally or by copying the School Incident Report to the School Resource Officer, the School Resource Officer will follow department procedures regarding the reporting and investigation of these incidents.

### **Police Reports/CAD Calls:**

- Police reports are formal police records of events, which document crimes, suspicious activity, or other information beneficial to the police department's mission and partnership with schools and/or the community-at-large.
- School incident CAD calls are computer generated calls which document incidents and/or activities at the school that do not arise to a formal report.
- All applicable School activity shall be entered into the School COP Program found on the common drive in the SRO folder.
- Police Reports may be forwarded to the Police Department's Investigations Division for follow-up, and if necessary Social Services and/or other agencies as



deemed appropriate by police report dissemination practices. All Police reports will be retained at LESA Records.

- School Resource Officers will follow Police Department Policy when determining whether police reports are written.
- Police Reports may be returned to the School Resource Officer for additional follow-up investigation by the SRO Sergeant.
- Pursuant to the Safe Schools Act and Department Policy, Police Report information may be shared with school officials in the interest of creating a safe school environment.
- Requests for Police Reports by School Officials will be considered Public Disclosure Request and will be forwarded in writing by the SRO to the SRO Supervisor for review.
- Police Reports will document the facts and investigative findings. Should an officer encounter a situation that does not immediately meet all the necessary elements to constitute a crime, an information report may be completed to document the incident (e.g., Suspicious Activity).
- All departmental requirements on use of force will apply in the school setting. Physical interventions by a police officer will require the appropriate police reports and supervisory notifications.

### **Approval of Reports:**

- School Resource Officers will normally submit their reports through TRACED to their Unit Supervisor(s) for approval at the end of their shift. If circumstances dictate, any supervisor may approve and route reports.
- The SRO Supervisor shall insure the SRO(s) are entering their data into the School COP Database and s/he shall generate a monthly statistical report, which should be attached to the SRO Monthly IDM Report for review.

### **Police Interviews and Police Interrogations:**

- Police interviews occur when School Resource Officers contact a specific individual, with the express purpose to intentionally gather information to further police investigations. These interviews are non-custodial and non-accusatory contacts; however, they are usually conducted out of public view and in the office setting. (E.g., contacting witnesses to obtain additional information about a reported criminal incident or offense.)

- Police interrogation occurs when a School Resource Officer contacts a suspect who is being accused of a crime and is not free to leave the site where the interrogation takes place. In these instances, a Miranda Warning is required.
- Interrogations are usually conducted in an office or detention setting, and Miranda Warnings will be given unless there is an exception to the warning requirement.
- Officers must remain cognizant that interrogation of those under the age of 12 requires the youth be allowed to consult with a parent or guardian if no attorney is present prior to questioning.
- Officers must remain cognizant that suspects under age 8 are considered incapable of committing a crime. Suspects age 8-12 are also presumed incapable of committing a crime and their capabilities to know right from wrong must be proven and documented.
- Custodial interrogations require a Miranda Warning. For the purpose of this protocol any interrogation to determine criminal activity by school administrators, **in the presence of School Resource Officers**, will require appropriate Miranda Warnings.
- Under the XXX County Child Abuse Investigation Protocol victims of sexual assault age 15 and under will **not** be interviewed except by trained child interviewer. In cases of Child Abuse involving children age 15 or under the SRO Supervisor and/or CID Supervisor will be notified. Sexual Assault suspects can and should be interviewed by the investigating Officer.
- In incidents, which the School Resource Officer has cause to believe individuals pose a risk to the welfare of the school community or the general public, students may be removed from class for the purpose of police interrogation without prior notification of the Principal or their designee.
- Parental notification is not required prior to or during an interview or interrogation unless the student is 12 years of age or under.

### **Assigned Investigations:**

- School Resource Officers are members of the Police Department Staff and may confer with police supervisors to determine the best course of action during criminal investigations. School administrators can make their desires known to School Resource Officers; however, as police officers, School Resource Officers' actions are controlled by the Police Department and not School Administrators. School Resource Officers must follow police procedures and practices, and they are not, and cannot be, required to follow school district policies that are contrary to police department policy.

- School Resource Officers may be assigned to conduct follow-up investigation into criminal offenses occurring on school property or involving students. The SRO Supervisor can make these assignments, as appropriate.
- School Resource Officers will advise their supervisors of any pre-existing conflicts with suspects, victims, or reporting parties involved in the assigned follow-up investigation. School Resource Officer Supervisors can have the case reassigned through the Investigations Division, if necessary.
- When officers contact students as victims, witnesses or suspects pursuant to these follow-up investigations of non-school incidents, students will be removed from class only with notification of the Principal.
- Miranda Warnings will be provided when appropriate, as determined by the School Resource Officers.
- Every reasonable effort will be made to avoid conflict with school schedules unless the safety of the school environment necessitates immediate interview and/or arrest.

#### **Criminal Prosecution of Juveniles:**

- The Prosecutor's Office will review police reports and make a final determination as to the disposition of criminal matters.
- All recommendations and input provided by victims or their parents, suspects or their parents, school district officials, will be included in the initial police report or follow-up police reports for the prosecutor's review.
- The time spent by SRO(s) attending Juvenile Court and/or criminal/civil cases arising from and/or out of their employment as SRO(s) shall be considered as hours worked under the contract agreement.

#### **Release of Juvenile Offenders:**

- Custodial Arrest occurs when apprehension and detention of a student occurs. Whenever practical, School Resource Officers may release juvenile offenders to their parents or guardian.
- If there is no immediate threat or imminent danger, juvenile offenders may be released upon proof of relationship to parents, legal guardians, adult siblings, or responsible adults as approved by police supervisors. With the approval of the school administration, offenders may also remain in the school after notification of a parent.

- Whenever possible, personal notification shall be made to school administrators and a School Resource Officer supervisor, prior to transporting juveniles from a school facility to detention. In every case a parent or guardian will be notified by the School Resource Officer, or his/her designee, of the arrest of a juvenile as soon as practical.
- Emergency incarceration required for the safety of the school environment, or the School Resource Officer is valid justification for delays in parental and/or School Administrator notifications of an arrest or CPS placement.
- Should the need arise in the performance of his/her duties, after a SRO arrests or detains an individual suspected of criminal activity, the SRO will normally remain on the school grounds and additional police officers will be dispatched to transport said individuals. The Department, in its discretion, may require the SRO to leave the school grounds and transport the individuals.

### **Search and Seizure:**

- It is important to note that the standard authorizing school administrators to search is a lesser standard than that required of police officers. Thus, when school administrator(s) request School Resource Officers to conduct a search, the standard needed for the officer to search increases to the Probable Cause standard.
- If administrators take the lead in conducting a search and the School Resource Officer's **only** responsibility is to preserve the peace, if requested by the school official, the standard for the school officials search will be determined by school rules and procedures and remains outside the scope of police authority. Any active searching by the School Resource Officer will require the higher Probable Cause Standard and will in most cases necessitate a search warrant.
- Students have Fourth Amendment protections; however, searches by school officials are held to a lesser standard than the probable cause needed for a search under police authority.—The legality of the school-initiated search depends on the reasonableness of the circumstances and applicable law.
- Officers must ensure they do not engage in conduct that conveys they arranged, coerced, or directed a school official's search actions.
- Parking Lot Searches and Locker Searches – Plain view exceptions are ideal for School Resource Officers while conducting a parking lot security check. If there are doubts about the validity of an intended search, officers should consult a supervisor if time allows. Again, searches conducted solely by School Administrators require a lower standard, but searches must not be conducted at the direction of the SRO.

- If an SRO receives unverifiable information that possibly affects school safety, that information will be forwarded to School Officials who may take action at their own discretion. Officers will be available to keep the peace but must ensure School Officials are not used as “Government Agents” for the purpose of conducting searches at the direction of the SRO. School Officials must not be encouraged to perform searches as an agent for the SRO.
- Items or areas in public places have little, if any, expectation of privacy. Canine sniffs of items in these areas do not amount to searches within the meaning of the Fourth Amendment. A dog’s alert or hit on an item or area may form the basis to search an item or area by School Officials. All Canine Searches will be coordinated with the School Resource Officers, the School Resource Supervisors, the Canine Unit, and respective School Administrators. Canine searches may be conducted at the request of School Administrators.

**Safe School Act:**

- Pursuant to the Safe Schools Act, police reports will be completed on any act which is considered a felony or misdemeanor, or involves the possession, use, or disposal of explosives, firearms, or other weapons. In the case of property crimes with no suspect information, students will be referred to the EXAMPLE Citizen Self Service reporting service.
- Physical arrests are mandatory for possession of narcotics or firearms on school grounds, pursuant to MRP 6.01.001.III.B.4.
- In the interest of school safety, School Resource Officers will share police report information with School Administrators and the physical report subject to public disclosure law restrictions.

**Coordination with Principals:**

- School Resource Officers are expected to develop a collaborative working relationship with their Principal(s). This relationship will allow them to establish effective ground rules for handling the normal functions of a School Resource Officer within a particular school. School Resource Officers should strive for excellent communications with their school administrators.
- Upon the request of the school principal, the SRO shall cooperate with the school’s administrators in preparation for and participation in District administrative proceedings, including student suspension and/or expulsion. Attendance at District administrative proceedings will be coordinated/approved through the SRO Supervisor.

### **Relations with Department Personnel:**

- Because of the unique location of their work, it is essential that School Resource Unit Officers make a strong effort to communicate effectively with other members of the Department. In addition to patrol officers and detectives, School Resource Officers should communicate frequently with members of:

School District Security Administrative Liaison  
School Resource Program Officers (area and national)  
School Staff  
School Students  
School Security Patrol  
School Campus Security Officers  
Off-Duty Officers  
Truancy Officers  
Gang Officers  
Traffic Officers  
Community Liaison Officers  
GREAT Program Officers  
City of Example's Crime Prevention through Environmental Design (CPTED)  
Office of Superintendent of Public Instruction  
XXX County Department of Emergency Management – School Program  
Rapid Responder Administration  
Regional Intelligence Group

- Safety and Criminal Intelligence - School Resource Officers should recognize that they often obtain information that is not otherwise available to other police officers, and they should share this information. They should also stay current on other Crime Analysis Unit reports. School Resource Officers should occasionally attend Roll Call with Operations to disseminate appropriate information.

### **Relations with Media:**

- When contacted by members of the Press or other media, School Resource Officers should follow their MRP.
- Since the School Resource Officer operates in an environment shared with school district administrators, care should be taken to see that remarks made to the media serve the combined interests of all concerned, to the fullest extent possible.

### **Personal Relations with School Faculty and Students:**

- During contacts with faculty and students, especially of the opposite sex, School Resource Unit officers must realize they are under great scrutiny. Any situation that would reflect negatively upon themselves or the Police Department should be avoided. In particular, they should structure their contacts so that there can be no

question of improper behavior. School Resource Officers should use good judgment when interviewing, transporting, or contacting students. Unusual situations or contacts should be discussed with their Unit Supervisors and documented in writing. Initial notification of an unusual situation/contact will be made as soon as possible to a Unit Supervisor, or any supervisor, if a Unit Supervisor is not available.

- Absent extreme exigent circumstances no member of the opposite sex will be interviewed in a closed office or private setting by an SRO without a witness present.

#### **Overtime Compensation:**

- School Resource Officers occasionally may be asked to work at school functions held outside regular school hours. Officers should follow the Department's off-duty work assignment and overtime compensation guidelines.

#### **Police Department Uniform and Equipment:**

- School Resource Officers will ordinarily wear the full police uniform-of-the-day when on duty in their schools. When circumstances dictate, they may request approval from a Unit Supervisor to wear civilian clothing.

#### **Confidentiality:**

- School Resource Officers are expected to follow all legal and departmental guidelines governing the release of police information. Since most members of the school community are juveniles, School Resource Officers should be especially careful to maintain confidentiality with regard to information about juveniles. There are specific guidelines concerning the sharing of information between criminal justice agencies and school officials (FERPA). School Resource Officers should familiarize themselves and school officials with these guidelines on an ongoing basis. Officers should rarely disseminate information and should seek supervisory approval before releasing information.

#### **Unit Supervisor's Responsibilities:**

In addition to supervisory duties carried out by all department supervisors, School Resource Unit Supervisors are expected to perform the following duties, as agreed upon by the individual supervisors and their chain of command:

- Observe School Resource Officer in the school setting on a regular basis, to include classroom presentations and other school activities.
- Serve as liaison with principals and administrators in schools, to include regular contacts to determine the effectiveness of the School Resource Officer.

- Coordinate all reports needed for grant funding or school district billing for School Resource Officer services.
- Recommend and coordinate specialized training for Unit members.
- Coordinate all assignments for SRO services outside the Department.
- Attend the following meetings:

K-12 School Meeting PCDEM

College and University Meeting PCDEM

**EXAMPLE** Homeland Security Meetings (as scheduled)

Assigned School Meetings (as scheduled)

All- Hazards Program

### **Canine Unit Operations within Schools:**

- When the Police Department's Canine Unit is available to schools within the City, the School Resource Unit's primary mission is to coordinate arrangements between the schools and the Police Department. After consultation with the Canine Unit Supervisor a School Resource Officer Unit Supervisor will notify the School Resource Unit of available dates for canine searches in the schools. School Resource Officers should make every effort to schedule their searches within those dates and times. When a police canine operation is scheduled, the appropriate School Resource Officer and a school administrator will also be present during the operation. The canine will be used in specific areas requested by the school administrator.

Police personnel must make it clear that actual searches of lockers, desks, or other closed areas are carried out by school officials, not by the police. Aside from the Canine Officer who is handling the dog, all police personnel must maintain a distance from the search sufficient to make it clear that they are not conducting the search. If the police dog gives an indication of the presence of drugs, the Canine Officer will notify the school administrator of the specific location where the indication was given and will then withdraw from the immediate area. Police personnel will not conduct searches of closed areas. It is the responsibility of the school Officials to conduct any actual search. Officers present may answer questions regarding the nature of items or substances found by the administrators.

The School Resource Officer will act as the evidence officer. All illegal contraband discovered by the school administrator will be turned over to the School Resource Officer and processed appropriately. All school canine operations will be conducted within the recognized guidelines.

### **Working School Events/Functions:**

- School Resource Officers may be allowed to work after-school events with prior approval from a Unit Supervisor. It is the responsibility of each SRO to inform



their assigned administrator(s) of any restrictions for special school events and extracurricular activities and coordinate events with the SRO supervisor.

**Evaluations of School Resource Officers and Supervisors:**

- Personnel shall follow the established Example Police Department's Performance Management System, which would include the SRO supervisor gathering performance comments and observations, from SRO partners, concerning the SRO.
- The SRO Supervisor will be responsible to observe and give feedback to School Resource Officers during classroom presentations. All observations will be for evaluation and SRO development.

**Required Resource Materials/Information:**

- Example Police Department MRP
- Example School District & Example Police Department SRO Contract TSD-08-003
- Example Police Department SRO Program
- Accreditation Policy
- Senate Bill 5097/RCW 28A.125
- Task Force on Gangs and School safety RCW 28A.300
- BECCA Bill
- Family Education Rights and Privacy Act (FERPA)
- Revised Code of Washington
- Board of Education Policies/Administrative Regulations - Student conduct
- District Proceedings including student suspension and/or expulsion hearing
- Truancy Services Facilitator (coordinate in working with students and parent/guardians to address truancy concerns)

## **School Resource Officer**

### **General:**

A **EXAMPLE** Police Officer is responsible for: Safeguarding the lives and property of the citizens of the city of Example; Safeguarding citizens' constitutional rights and ensuring civil treatment of all persons contacted; Knowing the laws of the state of Washington, the county, and the city of Example, as well as recently enacted laws and court decisions which may affect police duties and responsibilities; Knowing and abiding by city and departmental policies and procedures, as well as applicable safety standards and regulations; Working toward the objectives of the police department and their assigned division; Providing aid/rescue at crimes, accidents, disasters, and emergencies; Maintaining proficiency with assigned firearms, assigned vehicles, and all assigned equipment/tools; Proper application of force when necessary.

### **Specific:**

In addition to the general duties and responsibilities of a Police Officer, a School Resource Officer is responsible for a range of roles to include: a Law Enforcement Officer – to have the authority to handle criminal acts; a Law-related Educator – to foster educational programs that will increase students' knowledge of, and respect for, the law; a Public Safety Specialist – to assist schools in implementing effective, research-based strategies to increase school safety; a Community Liaison and Problem Solver – to be aware of, and utilize, community resources that can be helpful in solving problems that arise in the school setting; and a Law Enforcement Coordinator – to serve as the primary contact for and coordinator with other law enforcement personnel. The School Resource Officer is responsible to Homeland Security Division Chain of Command. The School Resource Officer shall wear the police uniform at all times while acting in the role of SRO, unless approved by the SRO supervisor and normally work a 5/8 schedule (approximately 0730 to 1530 hours), Monday through Friday, when school is in session. The School Resource Officer will be present at the assigned school when school is in session, unless required to leave by emergent conditions elsewhere or the order of a sergeant or higher authority. The School Resource Officer should possess a sufficient knowledge of applicable Federal and State laws, County and City Ordinances, and Board of Education policies and regulations and work cooperatively with the school staff to promote a safe environment for students, staff, and authorized visitors, including such procedures as CPTED inspections. The School Resource Officer will work with school staff and school district staff in developing, updating, and exercising all-hazard emergency response plans and coordinating with other public safety organizations that respond to such school emergencies. The School Resource Officer will be responsible for proper dissemination of law enforcement information and confidentiality of student information. The School Resource Officer will be responsible for compliance with MRP Chapter 15, Use of Force, in all applications of force in the school setting. The School Resource Officer will make presentations in classrooms regarding a variety of law enforcement related topics in order to inform students of their rights and responsibilities as citizens, and to ensure that the content of all presentations is pre-approved by the SRO Supervisor and the school principal or his/her designee. The School Resource Officer will enforce criminal laws and investigate criminal activity on (and adjacent to) school

property; work cooperatively with the school staff and administration; interact effectively with a diverse population of teenagers/high school students on a daily basis to build rapport and prevent juvenile delinquency; exhibit even temperament and set a good example for students and school staff; and use excellent communication skills which enable the officer to function effectively in the school environment. The School Resource Officer will coordinate law enforcement resources (Gang Unit, Special Investigations, Community Liaison Officers, Traffic, Criminal Investigations Division, etc.). The School Resource Officer will establish and maintain a cooperative working relationship with campus security and school patrol personnel, including helping to design and implement an integrated security structure and training regimen. The School Resource Officer will communicate with students regarding the ramifications of criminal misconduct as appropriate and in collaboration with the principal, the principal's designee, or parents of the students. The School Resource Officer will assist outside law enforcement agencies with criminal investigations involving students at the school to which the SRO is assigned and attend appropriate meetings of parent and faculty groups to solicit their support of the SRO Program and to provide awareness of law enforcement functions.

## **School Resource Sergeant**

### **General:**

A EXAMPLE Sergeant is responsible to lead his/her unit in achieving the department's vision, acting as a mentor and role model to subordinates, setting the example and ensuring proper communication laterally as well as vertically. They are to set the work priorities of their assigned unit while keeping subordinates and supervisors advised. They ensure prompt compliance and transmission of all orders and ensure understanding and compliance, know administrative policy, and execute service programs within their purview ensuring appropriate rights of persons coming within the scope of their authority. They promote safety and exert effort toward the reduction of hazards and incidents, investigate incidents of damage or neglect within their command, complete prescribed reports, and take necessary corrective or remedial action. They make award recommendations and draft commendations to subordinate personnel. Conduct formal inspection of personnel and equipment under their command and maintain staffing levels within their unit or shift and approve time off for subordinates. They control of all property under their care.

### **Specific:**

In addition to the general duties and responsibilities of a Police Sergeant, the School Resource Sergeant is responsible to supervise the School Resource Officers, to include the SRO as a Law Enforcement Officer, Law-related Educator, Public Safety Specialist, Community Liaison and Problem-Solver, and Law Enforcement Coordinator. The School Resource Sergeant is responsible for compliance with MRP Chapter 15, Use of Force, in all applications of force in the school setting. The School Resource Sergeant is responsible to Homeland Security Division Chain of Command and will usually work a 5/8 schedule (approximately 0730 to 1530 hours), Monday through Friday, when school is in session. The School Resource Sergeant will assist with the implementation of the SRO Program, the selection and evaluation of the SROs. The School Resource Sergeant will supervise the SROs, including observing their performance in the school setting on a regular basis. The School Resource Sergeant will recommend and coordinate specialized training for the SROs and have regular contact with school principals to determine the effectiveness of the SROs and the SRO Program. The School Resource Sergeant will gather input for the Performance Management System Evaluations of the SROs. The School Resource Sergeant will possess sufficient knowledge of applicable Federal and State laws, County and City Ordinances, and Board of Education policies and regulations. The School Resource Sergeant will ensure that SROs display even temperament and set a good example for students in order to deal effectively with a diverse student population. The School Resource Sergeant will be responsible for working cooperatively with the SROs and school staff members to promote a safe environment for students, staff, and authorized visitors. The School Resource Sergeant will be responsible to respond to major incidents at Example Public Schools, and to supervise such scenes until relieved by another sergeant or higher authority. The School Resource Sergeant will participate in coordinating security operations in the Example School District's five public high schools and work closely with the School District Administration on a cooperative basis. The School Resource Sergeant is expected to

interact with teenagers/high school students on a frequent basis and use excellent communication skills which enable the supervisor to function effectively in the school environment. The School Resource Sergeant will be responsible to supervise criminal investigations, coordinate law enforcement resources (Gang Unit, Special Investigations, Community Liaison Officers, Traffic, Criminal Investigations Division, etc.), and perform additional duties within the Homeland Security Division and Operations Bureau. The School Resource Sergeant will attend meetings dealing with school security, or the SRO Program, and/or other Homeland Security related issues.

# **EXAMPLE POLICE DEPARTMENT**

## **Intra-Departmental Memorandum**

**TO:** All PPO's and PPS's **D.M.:** #

**FROM:** **XXX** **DATE:**  
Homeland Security Division Commander

**THROUGH:** **XXX**  
Operations Bureau Commander

**SUBJECT: SCHOOL RESOURCE OFFICER (SRO) POSITION OPENINGS**

The **Example** School District and the **Example** Police Department have entered into an agreement to implement a School Resource Officer Program. It will start with SROs at **XXX** and **XXX** Schools for the remainder of the **XXX** school year. It is planned that SROs will be added at other public high schools for the **XXX** school year. The SRO Program will be assigned to the Homeland Security Division of the Operations Bureau. During periods when school is not in session, SROs will be assigned duties in the Homeland Security Division. At the present time, there are two immediate openings.

### **Minimum Requirements**

The SRO positions are open to non-probationary patrol officers and patrol specialists with a minimum of four years of commissioned law enforcement experience, and one year of continuous service in a general duty assignment. This is a career rotation assignment and will be regulated by MRP 2.05.003. If a current PPS is assigned to this position, he/she will be required to relinquish the PPS status.

### **Duties and Responsibilities**

The job description for the SRO Position has not been formalized, but interested personnel should expect the position to involve the following:

- Day shift hours, 5/8 schedule (approximately 0730 to 1530 hours), Monday through Friday, when school is in session.
- Expectation that assigned personnel will be at the school during the assigned hours.
- Responsibility for working with the school staff to promote a safe environment for students, staff, and authorized visitors.
- Periodically making presentations in classrooms regarding a variety of law enforcement related topics.
- Expectation to enforce criminal laws at and near school property.
- Expectation to work closely with the school administration on a cooperative basis.
- Interacting with teenagers/high school students on a daily basis.
- The use of excellent communication skills.
- The ability to conduct criminal investigations without assistance.
- Coordinate law enforcement resources (Gang Unit, SI, CLOs, Traffic, CID, etc.).

**Selection Process**

Selections will be based on a review of the Requests for Assignment. An oral board process may also be used to select the most qualified candidates for the positions. Applicants should include any information about their experience, training, or qualifications for the position that they feel is pertinent. Requests for Assignment (PD-273) should be forwarded through the applicant's chain of command to the Chief's Office no later than **XXX hours on XXX**. Copies will be routed to **XXX**.

Supervisors are responsible to ensure that all of their respective personnel are aware of this notice, including those on any form of leave. If you have any questions regarding this position, please contact **XXX** at **XXX**.

# EXAMPLE POLICE DEPARTMENT

## Intra-Departmental Memorandum

**TO:** All Sergeants **D.M.:** #XXX

**FROM:** XXX **DATE:**  
Homeland Security Division Commander

**THROUGH:** XXX  
Operations Bureau Commander

**SUBJECT:** School Resource Officer (SRO) Sergeant's Position Opening

The Example School District and the Example Police Department have entered into an agreement to implement a School Resource Officer Program. It will start with SROs at XXX and XXX Schools for the remainder of the XXX school year. It is planned that SROs will be added at other public high schools for the XXX school year. The SRO Program will be assigned to the Homeland Security Division of the Operations Bureau. During periods when school is not in session, SROs will be assigned duties in the Homeland Security Division.

### Minimum Requirements

The SRO Sergeant's position is open to non-probationary sergeants with one year of continuous service in a general duty assignment. This is a career rotation assignment and will be regulated by MRP 2.05.003.

### Duties and Responsibilities

The job description for the SRO Sergeant's position has not been formalized, but interested personnel should expect the position to involve the following:

- Day shift hours, 5/8 schedule (approximately 0730 to 1530 hours), Monday through Friday, when school is in session. The schedule may be different during summer vacations and Christmas holiday breaks.
- Assisting with the implementation of the SRO Program and the selection of the SROs.
- Supervision of the SROs, and responsibility for the SRO Program.
- Responsibility for working with the SROs and school staff members to promote a safe environment for students, staff, and authorized visitors.
- Responding to major incidents in Example Public Schools and supervising such scenes until relieved by higher authority.
- Coordinating security operations in the five public high schools.
- Expectation to work closely with the school district administration on a cooperative basis.
- Interacting with teenagers/high school students on a frequent basis.
- The use of excellent communication skills.
- The ability to supervise criminal investigations.
- Coordination of law enforcement resources (Gang Unit, SI, CLOs, Traffic, CID, etc.).
- Additional duties within the Homeland Security Division and Operations Bureau.
- Attending meetings dealing with school security and/or other Homeland Security related issues.

### Selection Process



Selections will be based on a review of the Requests for Assignment. An oral board process may also be used to select the most qualified candidate for the position. Applicants should include any information about their experience, training, or qualifications for the position that they feel is pertinent. Requests for Assignment (PD-273) should be forwarded through the applicant's chain of command to the Chief's Office no later than **XXX hours on XXX**. Copies will be routed to **XXX**.

Supervisors are responsible to ensure that all of their respective personnel are aware of this notice, including those on any form of leave. If you have any questions regarding this position, please contact **XXX at XXX**.

## I. PROCEDURE

To ensure uniformity whenever a police investigation necessitates police officers making contacts or arrests in a school, the following procedures will be used:

- A. Officers will contact a school official (principal or vice-principal) and brief the official on the situation prior to contacting the student or when returning a student to school, e.g., a truant.
- B. Should a student (juvenile) be arrested, the parent or guardian will be notified.
- C. State law requires that if a juvenile is under 12 years of age, the juvenile's parent, guardian, or custodian shall give any waiver of rights of the juvenile.
- D. If a juvenile is to be questioned as a suspect in a crime, the investigating officer may notify the parent or guardian of the reason for the questioning.

Discretion is strongly stressed in all cases involving police activity in the schools.

## II. SCHOOL RESOURCE OFFICERS

(CALEA 44.2.4)

Each high school in the **Example** Public School District has a police officer assigned to that school. The officer works closely with school administration, security, and other staff to address concerns related to security and criminal activity on and around the campus. Officers offer various presentations to staff and students to provide information about the criminal justice system, law enforcement's role in society, and the ethical issues and consequences of criminal activity, etc. Officers assist school staff by acting as mentors to students.